

**CONFIDENTIALLY INFORMATION FOR INTERPRETERS**

It is the policy of the Gore Board of Education to adhere strictly to Oklahoma and Federal law, as defined by the Family Rights and Privacy Act of 1974 (FERPA), concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in confidential manner.

Written, verbal and electronic information concerning a student is to be held in strict confidence by all agents of the school. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the student's records but also regarding confidential matters learned in the exercise of professional duties. Under no circumstance should this information be discussed with anyone unless authorization is obtained. Moreover, the records must be duly safeguarded against inspection by those who have no right to see them.

Do not discuss such information with other employees unless it is necessary for the educational benefit and/or safety of the student. When such exchange of information is necessary, conversations should be held in privacy.

Any requests for information from the media should be referred to administration or other authorized district spokesperson.

Divulging any information without authority may be grounds for disciplinary action up to and including termination.

**Statement Acknowledging Compliance with the Confidentiality Policy**

I have read the attached school district policy regarding confidentiality. I understand that as an interpreter, I am acting as an agent of Gore Public Schools. I acknowledge the need for and will maintain complete confidentiality regarding the students.

Confidentiality regards not sharing written, verbal, or electronic information about the student with others without a need to know, including anyone outside the school district. This also includes maintaining confidentiality in providing the student's name and/or any details that might identify the student and relate him/her to a particular situation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date